



## Early Journal Content on JSTOR, Free to Anyone in the World

This article is one of nearly 500,000 scholarly works digitized and made freely available to everyone in the world by JSTOR.

Known as the Early Journal Content, this set of works include research articles, news, letters, and other writings published in more than 200 of the oldest leading academic journals. The works date from the mid-seventeenth to the early twentieth centuries.

We encourage people to read and share the Early Journal Content openly and to tell others that this resource exists. People may post this content online or redistribute in any way for non-commercial purposes.

Read more about Early Journal Content at <http://about.jstor.org/participate-jstor/individuals/early-journal-content>.

JSTOR is a digital library of academic journals, books, and primary source objects. JSTOR helps people discover, use, and build upon a wide range of content through a powerful research and teaching platform, and preserves this content for future generations. JSTOR is part of ITHAKA, a not-for-profit organization that also includes Ithaka S+R and Portico. For more information about JSTOR, please contact [support@jstor.org](mailto:support@jstor.org).

## SHORT CUTS

By MAY WOOD WIGGINTON, *Head of Catalog Department, Free Public Library, Louisville, Kentucky*

Over and over again catalogers have discussed short cuts such as the use of the multigraph, methods of discarding and replacing, elimination of cards, or of material on cards, or rearrangement of their routine and quick methods of doing things, until all libraries have achieved as many short cuts as are consistent with the files they wish to keep. So I am only going to describe a few useful tools and files we have worked out at the least possible expense.

We have an index to government documents, that already after two years' work fills 13 drawers in the catalog case and has proved itself very useful. The making of it has cost absolutely nothing in labor or materials. We obtained, free, from the Superintendent of Documents, two extra copies of each price list. These we clip for each entry, using one copy to clip for the verso and one for the recto. These little clippings, some of them only one line references from one subject to another, some of them a page or more of references all on one subject to various public documents, are pasted on the clean side of old used catalog cards or cancelled deposit cards. The manual work of clipping and pasting and alphabetizing has been done by our museum attendant in her spare time and the result is a file containing all the entries of all the price lists in one alphabet, giving title and subject references to the documents with their call numbers.

We have always found the use of rubber stamps for often repeated notes or call numbers on the catalog cards useful. They can be made to order, exactly duplicating typewritten copy, for fifty or seventy-five cents, and we have lately adopted a new use of them in our music index. We have made in our catalog department a composer-and-title index to each score of our large music collection. This has meant

the analysing of large collections of music such as the *Wier Everyman's Music Library*, and it seemed worth while to add these analytic entries to the entries already in the index, although it often meant taking out hundreds of cards from the index for additions. So we had a stamp made reading:

*For other volumes where this composition may be found, see card filed under its title.*

This we stamped on the composer analytical. Another stamp, reading, for example,

782.....(*see Wier. American home W648a music album.*)

was stamped on the title analyticals. This work could be done in spare moments, without removing the cards from their place in the drawer, by someone in attendance in the open shelf room where the index is placed.

We have a method of checking the A. L. A. list of subject headings that is invaluable and that takes only an hour or so a week, and having it checked up for every subject and subdivision and reference in the catalog is the greatest possible help when classifying and cataloging. Also having this checking in the book itself is so much more convenient than the use of a separate card check list such as is used by some libraries. With red ink and a crow quill pen we put a short red line under each subject in use in our catalog. For reference cards we check both columns. In the first column a short red line under each subject referred to, and in the second column, the red line under each subject referred from. This means of course when doing the checking that one has to turn back and forth to the subjects referred from to check this second column.

We print in any variation and new subjects, using the blank verso. For subdivisions we use the following symbols,

which are easy to remember and understand:

- at end of subject means we subdivided by locality.
- + at end of subject means we subdivided like U. S. See *A. L. A. List*, p. 373. (These subdivisions are numbered.)
- D after name of city means use subdivisions on page nine of checklist. (We have underscored and numbered the subdivisions used in our catalog.)
- O after subject means use form subdivisions on page nine. (These also are numbered.)
- × after a *see also* reference means a general reference has been added to the *see also* card.
- A after a subject means subdivide by country adjective; e. g., *Art, French*.
- | under a U. S. subdivision means subdivision is used for other countries or localities only.
- under a U. S. subdivision means the subdivision is used for the U. S.

Thus, + under a U. S. subdivision means the subdivision is used for the U. S. and other localities.

Numbers after the × following a country or name of locality indicate the U. S.

subdivisions that have been used for that particular place, see page 373 of *A. L. A. List*.

Numbers after D following the name of a city mean the city subdivisions that have been used for that city, see page nine of *A. L. A. List*.

Numbers after O following a subject indicate the form subdivisions that have been used for that subject, see page nine of *A. L. A. List*.

A after a form number means subdivide further by Adjective; e. g., *French language. Dictionaries. English*.

Once a week the cards for the main catalog are alphabetized ready to file in the catalog, but are first checked up by the *A. L. A. List* of subject headings. This takes only an hour a week. Of course the original checking with the whole catalog was a job, but it was done by the catalogers while scheduled at the main catalog desk. For checking Miss Mann's Subject headings for use in dictionary catalogs of juvenile books, we could dispense with the symbols and write in each subject and subdivision. This would also be practical for the *A. L. A. List* if one were checking it with a smaller catalog than ours.

## A VENTURE IN DOCUMENT PUBLICITY: AN EXPERIMENT WORTH WHILE

By JESSIE M. WOODFORD, *In Charge of Documents, Chicago Public Library*

Much that I shall say is not new. Many are experimenting and pioneering in this phase of library work—the popular use of documents. You know the problems, the opportunities, even the joys of the work as well if not better than I. The war records of your communities show how successful you have been in your co-operation with our Government. This is but a little story of our experiment in the Chicago Public Library, a venture very much worth while, and which has become a permanent feature of our work.

Three little fellows marched up to my desk one day, not long ago, one held a library card, the other two were evidently

the body-guard. "My teacher wants me to get the 'Naturalization laws,'" he announced, then fearing that the statement might puzzle, he thoughtfully added, "She says it's a 'Government document,'" then a little anxiously, "I can take it out on my card, can't I?" "She said I must have it in school this afternoon." What pleasure to assure him it could be! While charging it, I asked if they were Boy Scouts. "He is, and we are going to be!" was the answer. "And who plays the bugle?" I inquired. "He's learning!" and the embryo bugler puffed with pride. So I handed him a copy of *Instructions for the trumpet and drum . . . signals and calls used by the U. S. Army, Navy, and*